

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB02-5

Date: July 19, 2002

Expiration Date: 6/30/03
69:179:is:6008

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA FOURTH QUARTER PARTICIPANT REPORTING

The purpose of this information bulletin is to provide instructions and important dates regarding fourth quarter participant reporting under the Workforce Investment Act (WIA).

JULY 19:

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit Individual Participant Data (IPD) via JTA. The IPD submissions for the period ending June 30, 2002, are due no later than close of business on July 19, 2002. The data gathered by July 19 will be used to compile the final quarterly report to the Department of Labor (DOL) for the report period of July 2001 through June 2002.

Subgrantees not electronically linked to the JTA system for reporting purposes must submit fourth quarter participant reports by mail or by fax no later than close of business on July 19, 2002. Manually completed participant reports must be faxed to your Program Manager at (916) 654-9586.

The Workforce Investment Division has automated the Veteran Participant Report Summary. All veteran providers are reminded to complete the automated benchmark procedures prior to submitting their IPD. For additional information and procedures, refer to *Workforce Investment Act VWIP Reporting Handout*, dated May 2002, that was handed out at the Management Information System Meeting, held during May, in Sacramento. This document will be made available soon on the Employment Development Department Web site.

AUGUST 19:

The IPD report received by August 19, 2002, will contain the last participant data that are matched to the Unemployment Insurance Base Wage File (BWF) for the program year (PY) ending June 30, 2002. Due to the time constraints associated with the BWF lag, any additional IPD reports that are submitted through a revised fourth quarter report after this date will not be received in time to be matched against the BWF. For additional participant reporting and requirements, refer to [WIA Information Bulletin WIAB00-89](#), *WIA Participant Reporting Handbook for Performance* dated May 10, 2001.

OCTOBER 18:

If necessary, revisions to year-end participant data are allowed. Those Local Workforce Investment Areas (LWIA)/Subgrantees linked to the JTA system must file any revisions on or before October 18, 2002. For those not linked to the JTA system, any revision must be postmarked or faxed on or before October 18, 2002. All data gathered by October 18 will be used to compile the State's Annual Report to the DOL for PY 2001. This final report data will also be used to measure performance outcomes that will determine incentive award amounts to the LWIAs. As part of the Annual Report, the following timeframes are important:

- **Enter Employment, Earnings Gains/Replacement, Retention and Credential Rates**
 - Exiters October 2000 – September 2001
 - These exiters are matched to the BWF for earnings data by August 19, 2002.
- **Younger Youth Diploma Rate**
 - Exiters July 2001 – June 2002
- **Younger Youth Skill Attainment Rate**
 - Attainments in July 2001 – June 2002
- **Participant and Exit Counts**
 - July 2001 – June 2002

If you have questions regarding participant data, please contact Jim Fitzgerald, Performance Management Unit, at (916) 654-8298. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BILL BURKE
Chief
Workforce Investment Division